
Case Closing for Adoption Proceedings

Closing the case is the final step necessary on an adoption case. This procedure is important for proper case management.

An adoption case cannot be closed until it is first adjudicated. therefore, you must first follow the steps detailed in Chapter 3 to make sure that the case has been properly disposed. A case is closed at the **Edit Event** screen.

As previously mentioned in Chapter 3, TCS allows the user numerous options to create events. It is up to the user to determine the processing that works best for them.

The four options used to create events are as follows:

- Option #1** Enter ADE (Add Adoption Event) and the case number, then press <ENTER> .
- Option #2** Enter EVT (then the case number, then <F6> to create.
- Option #3** Enter ADC (Work with Cases) then "E" next to the case number, then <F6> to create.
- Option #4** Enter ADN (Work with Adoption Names), then "C" for cases, then "E" next to the case number, then <F6> to create.

The next few pages will take you through closing the case, beginning at the **Edit Event** screen.

Case Close for Adoption Proceedings

Step #1

From the Edit Event screen you can see the case is at an adjudicated status, was filed on 2/01/2004 and disposed on 05/01/2004.

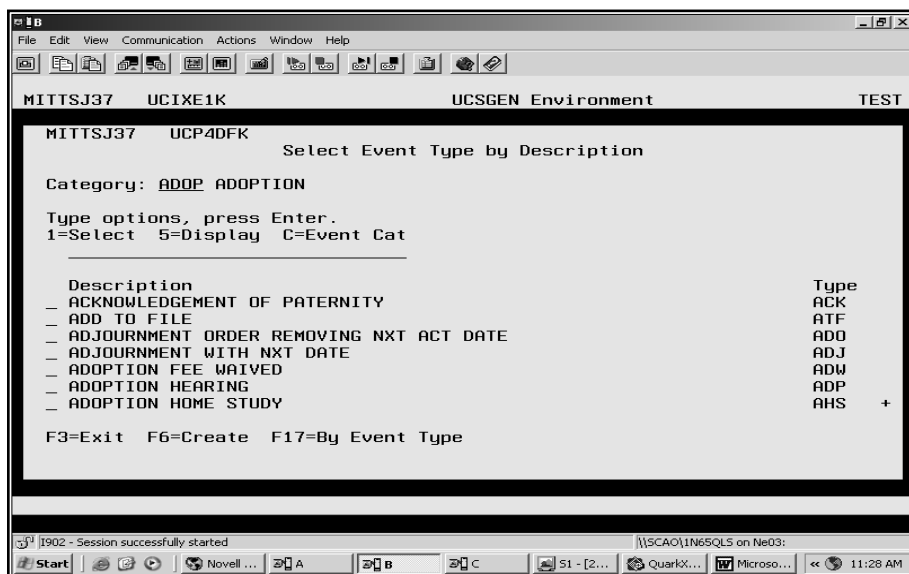
Step #2

To close the case enter the event code to close the case.

Case Close for Adoption Proceedings

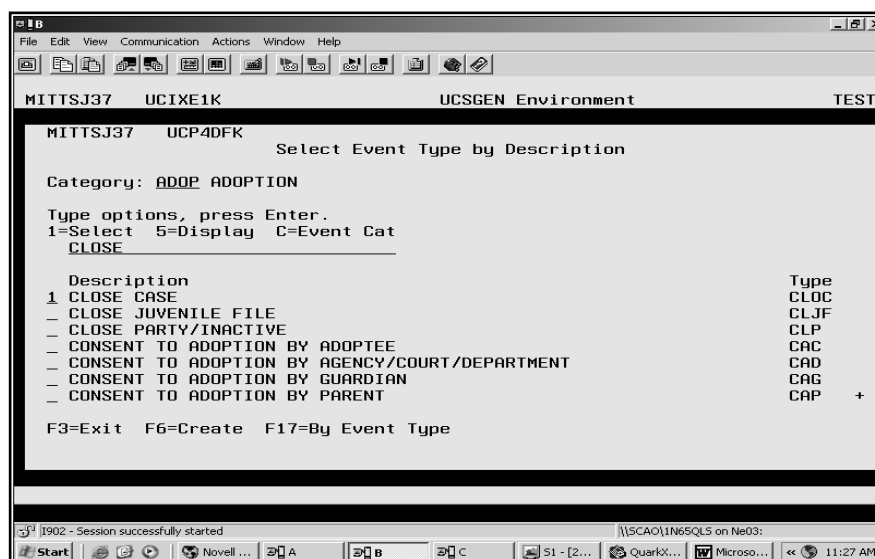
Step #3

If you do not know the event code, <F4> prompt and search for the close code.



Step #4

Enter "1" to select the code and press <ENTER> .



Case Close for Adoption Proceedings

MITTSJ37 UCIXE1K UCSGEN Environment TEST 5/20/04
Edit Event

Crt: P 13 13 Jurist: RECK Bond: Auth: ADJU
Case: 2004 0000002848 AY BETTY BENNETT
Atty: Worker:
File: 2/01/2004 Dispose: 5/01/2004 Reopen: Close:

Evt: CLOC Dte: 5/20/2004 Plea: Dsp: Pgm/Rslt: Monetary: _
Pty: BIR 1 Cnt: Attny: Jur: J 31144 Due Dte: _
Cmt: _
Form: Register: Receipt: Amount: _

Legal Status: Curfew Time: Weekday: /Weekend: _
Placement: Type: Custody: Begin: End: _
Facility: Spec Rate: Pty: No Charge: _

Schedule Next Action:
Next: Date: Time: Jur: Ctrm: _
Cmt: _

F3=Exit F10=Name F13=Cmnds F14=More Comments F16=Calc F20=Bonds

Step #5

You will be returned to the **Edit Event** screen and the event code of CLOC has been entered as an event. Press **<ENTER>**.

Step #6

Note that the case has gone from ADJU (Adjudicated) to CLOS (Close) and the date the case was closed has been taken from the date of the CLOC event.

MITTSJ37 UCIXE1K UCSGEN Environment TEST 5/20/04
Edit Event

Crt: P 13 13 Jurist: RECK Bond: Auth: CLOS
Case: 2004 0000002848 AY BETTY BENNETT
Atty: Worker:
File: 2/01/2004 Dispose: 5/01/2004 Reopen: Close: 5/20/2004

Evt: Dte: 5/20/2004 Plea: Dsp: Pgm/Rslt: Monetary: _
Pty: Cnt: Attny: Jur: Due Dte: _
Cmt: _
Form: Register: Receipt: Amount: _

Legal Status: Curfew Time: Weekday: /Weekend: _
Placement: Type: Custody: Begin: End: _
Facility: Spec Rate: Pty: No Charge: _

Schedule Next Action:
Next: Date: Time: Jur: Ctrm: _
Cmt: _

F3=Exit F10=Name F13=Cmnds F14=More Comments F16=Calc F20=Bonds